

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group			<i>Curriculum and Assessment Committee</i>		
Date:		Time:		Location:	
March 12, 2012 <i>(SPECIAL MEETING)</i>		1:00 p.m.		BOR Conference Room	

Members Present				
Titles/Reps	Name	Present	Absent	
Committee Chair	Kathy Hayes	X		
Committee Vice-Chair	Taylor Elidok		X	
Secretary	Resida Keller	X		
National Faculty Rep.	Snyther Biza	X		
National Faculty Rep.	Mike Dema	X		
National Faculty Rep.	Paul Dacanay	X		
National Faculty Rep.	Delihna Ehmes	X		
National Faculty Rep.	Faustino Yarofaisug	x		
National Faculty Rep.	Susan Moses	X		
National Faculty Rep.	Madalena Hallers	X		
National Faculty Rep.	Joseph Felix Jr	X		
Cooperative Research Extension (CRE) Rep.	Jackson Phillip		X	
Chuuk Campus Faculty Rep.	Alton Higashi		X	
Kosrae Campus Faculty Rep.	Nena Mike	X		
National Campus staff Rep (IRPO)	Raleigh Welly	X		
National Campus staff Rep	Lore Nena	X		
Pohnpei Campus Faculty Rep.	Gardner Edgar	X		
Pohnpei Campus Faculty Rep	Debra Perman	X		
Pohnpei Campus Faculty Rep	Shirley Jano	X		
Pohnpei Campus Staff Rep	Maria Dison	X		
FMI Campus Faculty Rep.	Kasiano Paul	X		
FMI Campus Faculty Rep.	Alex Raiuklur		X	
Yap Campus Faculty Rep.	Joy Guarin	X		
Kosrae Campus Faculty	Rosalinda Bueno		X	
Chuuk Campus Faculty Rep	Lynn Sipenuk	X		

Additional Attendees: Karen Simion, DAP

Agenda/Major Topics of Discussion:

I. New Business

1. Education Master Plan---Feedback from President Daisy
2. FEEDBACK:
 - i.) COMET-RAR
 - ii.) Roles and Responsibilities of the Program coordinator
 - iii.) Meeting times
 - iv.) Meeting of Chairs
 - v.) Program Prioritization
 - vi.) Seat cost formula
3. Recommendations on “how to improve the course outline and program review process”
4. Spring 2013 report for proficiency levels in SLOs
5. Approval of February 20th minutes and March 5th minutes
6. Next meeting: March 19, 2012

Discussion of Agenda/Information Sharing:

1.) **Education Master Plan**—Kathy reported that she had drafted a memo to send to

the President regarding the CAC's concerns about the Education master plan. She had help with the memo from Sue and has shared the memo with the council of chairs (CoC) and had requested that they send feedback on the memo 4pm today. Kathy requested that at the next CoC meeting that Sue Moses join her to assist in answering any questions or concerns about the memo. The purpose for sharing of the document was to ensure that all committees have the same understanding of the planning process and expectations for the educational master plan. Kathy relayed that there appeared to be the same kind of misconception or lack of understanding from the other chairs; the goal was to try to send out the memo by the end of the day. Feedback on the memo: Lynn suggested that the second bullet in the memo be re-written as it is not clear what "this" was referring to.

2. FEEDBACK:

- **COMET-RAR:** Karen reported that after the CAC approved the recommendation that COMET entrance scores be raised, the RAR committee deferred approval until they were able to look at the data differently. Joey looked at additional data and confirmed/showed the same results: that students with lower admittance scores were not doing well in ACE. The RAR has approved the recommendations given by the CAC so it will move on to administration.
- **Roles and Responsibilities of the Program coordinator:** In reference to the document put together by the working group to clarify the program coordinator role, Nena asked that clarification be made on the difference between a program coordinator and a division chair. Gardner requested that we define 'program coordinator.' Maria shared that at some of the state campuses where there is only one instructor for the program, that faculty member has no choice but to be the program coordinator. It was suggested that the document state that it is an appointment rather than a voluntary position. Kasiano also added that this position then cannot be a 'new hire' position. Maria stated that this also brings up the issue of why the division chair position was eliminated at state campuses—will this not be the same as having a division chair as the coordinator may also be given compensation? Nena added that the idea of phasing out the division chair position was to save money—if we have program coordinators, will this not cost more money? Karen mentioned that it appears that all of the duties as listed in the document overlap with regular faculty duties—i.e. assessment should be a part of all instructors' and division chairs' duties. Gardner added that some of the duties can also be done by administrators working together; Debra mentioned that this appeared to be an added-on duty to existing faculty positions and not really a separate position. Kasiano mentioned that some of these duties listed are different than what they have for their FMI faculty as they have a "FMI Quality Handbook" which makes no mention of assessment but only has "and other duties as assigned" which could cover all other duties. Kathy mentioned that she will then take the document back to incorporate the feedback and will also be sending out an email request to all the program coordinators to list their duties that are "*above and beyond*" their regular duties as faculty, division chairs and/or ICs/VCs so that we all get a clearer picture of whether the program coordinators are doing anything more than what they are already required to do.
- **Meeting times:** Kathy shared that the CoC discussed whether there was a need to establish a "universal free time" across all campuses for meetings. Currently, the free times from all campuses are as follows:

National—1-2pm MWF

PNI--- 12:30-1:25pm MWF

KSA---11:30-1:00pm TTH

CHK---no Free Time

Yap---12-1pm MWF
FMI---12-1pm M-F

Resida asked if the establishment of a universal free time can accommodate all committees that need to meet? Also, there are only two teleconferencing lines so not everyone will be able to be connected to join a meeting.

Sue stated that we not fix what is not broken—The CAC is well attended so we should keep it as is; Kasiano echoed that sentiment and urged that we keep the time of the CAC meeting.

- **Meeting of Chairs**—next one is scheduled 23rd March 2012: Kathy will take back all the feedback from the CAC to the chairs’ meeting.
- **Program Prioritization**— Karen mentioned that in regards to the Education master plan, there is a need to go back to information that is in the program reviews—for example: our students are deficient in Reading and writing across all programs yet what is being done/what do we plan to do to address this area? Kasi wanted to know whether the plan under discussion is an education master plan or a strategic plan. Kathy mentioned that this may be addressed and clarified in the next meeting.
- **Seat Cost formula:** Debra asked about the status of the course outlines since we do need the updated SLOs to do the seat cost calculations. There is a meeting for seat cost on Friday March 12th.

The following items were tabled for discussion at the next CAC meeting:

3. **Recommendations on “how to improve the course outline and program review process”**
4. **Spring 2013 report for proficiency levels in SLOs**
5. **Approval of February 20th and March 5th minutes**

6. **Next meeting: March 19, 2012**

Handouts/Documents Referenced:

1. Memo to the President clarifying Educational Master plan
2. Roles and Responsibilities of the Program Coordinator

College Web Site Link:

Prepared by:	<i>Resida S. Keller</i>	Date Distributed:	<i>3/21/12</i>
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7. **Approval of Minutes Process & Responses:** Approval of February 20th and March 5th minutes deferred till next meeting on March 19th.

3/12/12 Minutes approved: 4/16/12

Submitted by:	<i>Resida S. Keller</i>	Date Submitted:	<i>4/16/12</i>
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- 1.) Kathy to send out memo for clarification of Education master plan to the president pending feedback from the CoC at 4pm today. Memo should be sent out by the end of the day or by tomorrow (March 13th).
- 2.) Kathy will also send out email asking program coordinators to list all duties that are above and beyond their regular faculty, division chair or IC/VC positions.